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OFFICE OF THE ASSISTANT SECRETARY OF WAR
STRATEGIC SERVICES UNIT
PEIPING, CHINA

A P O 912 San Francisco

1 June 1946

SUBJECT : Covering letter for job descriptions.

TO : Strategic Services Officer, China Theater

1. Enclosed herewith please find job descriptions prepared per the suggestion made during your recent visit to this base. A War Department civilian personnel representative attached to Executive Headquarters here has furnished necessary forms and advice concerning procedure. These consist of a POSITION DESCRIPTION WD Form 74 (four copies), applicable to the undersigned, and four CIVILIAN PERSONNEL ACTION REQUESTS WD Form 72, filled in individually. The former covers actual duties and responsibilities now performed by the undersigned.

2. Information contained in these forms is limited to essentials; it is thought that your office should make decisions regarding the following: (1) definition of requested action as "reclassification" or "establishment" of position (see WD Form 72, Item 1); (2) title, grade and salary of the new position, based on the POSITION DESCRIPTION; (3) information to be included in WD Form 72, Item 12, entitled REMARKS (see para 3 below); (4) routine data such as number, date, etc.

3. If it is decided that WD Form 72, Item 12 should be filled in, qualifications of the undersigned which might be included are as follows:

BACKGROUND: Study of Far Eastern ancient and modern history, geography, political science, anthropology and economics, with special reference to China; familiarity with Chinese current affairs and the natures of various political parties and groups; knowledge of Chinese customs and culture, based on study and personal experience; comprehensive knowledge of the politics and economics of North China.

SPECIAL ABILITIES: Knowledge of the Chinese language sufficient for activity in the field or in liaison with Chinese organizations without the use of an interpreter; training and experience in the writing of intelligence reports in accordance with SSU SOP.

EXPERIENCE: Fulfillment of responsibilities as trained, impartial observers of events in China, with emphasis on strategic intelligence in North China, as opposed to military intelligence, over an eight-month period.

PRESENT POSITIONAL ASSETS: Operation of established agent nets and maintenance of contacts in North China and Manchuria; personal acquaintance with numerous influential officials in both the National Government and the Communist Party.

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APPROVED FOR
RELEASE DATE: Nov 2000

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4. Although it is the desire of the undersigned to return to the United States in July, in view of the expressed need for their services they will commit themselves to remain for another year with the organization in China, provided revision of present grade can be realized. It is hoped that enclosed job descriptions fit the CAF 11 category. It is also desired that results of the CIVILIAN PERSONNEL ACTION REQUEST may be made known by the end of June, in order that personal plans may be furthered.

5. Your kind recognition of efforts and aspirations of the undersigned is greatly appreciated. It is felt that the organization will benefit from the increased cooperation and efficiency that must necessarily result from the mutual understanding between headquarters and field bases thus far realized under your encouragement.

Frank B. Bessac
Frank B. Bessac

John A. Bottorff
John A. Bottorff

Quentin C. Johnson
Quentin C. Johnson

Joseph E. Leininger
Joseph E. Leininger

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